



Little River Wairewa Community Trust

Minutes

Monday 2 July 2018 at the Little River Service Centre 7.30pm

Board Members

- Robert Burch – Chair
- Mario Downes – Vice Chair
- Craig Roberts – Trust Treasurer/Accountant
- Vanessa Mitchell
- Glynis Dobson
- Stuart Wright-Stow

Secretary: Barb Gaeth

Advisors:

Project Coordinator: Dean Harvey

Wairewa Rununga Representative:

Members: Lyn Leslie, Ryan Bucknell

Community: Tori Peden

Meeting opened: 7.35pm

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1. Call to order, Chairman's Address, welcome and introductions – Volunteer Fatigue

Important notice from John Boyes representative of Wairewa Executive to the Little River Wairewa Community Trust – “The Wairewa Rununga invite The Trust to meet with the Wairewa Executive at the Wairewa Marae on a Saturday 4th August at 10am - The date has been confirmed. The Trust submission as an outcome of LRBI will be a matter that will be discussed. Will all Trustees and members note this appointment in their diaries.

To assist with protocol it is requested that formal Marae apparel be worn by Ladies and Gentlemen attending. It would be appreciated if those Board and Trust members who have specific projects appended in the submission to Council could be prepared to speak on these matters if their topic arises.

It would also be appreciated by the Chair if speakers personal introductions and thanks be in Te Reo if at all possible. This is a most important date and promises to be the beginning of a long term and culturally important partnership. Possible items for the agenda will be circulated later this week. As many members of the Trust Board and of the membership as possible are requested to support this meeting. Thank you.

Note also that the Trust Chair will be absent overseas from 11th to 29 July inclusive. The Board is requested by the Chair to approve the following minimal extra expenditure on communications to permit International Roaming... \$20.00 NZ. This is in addition to the current monthly telephone account and will allow continued connection at this crucial time.

The Board unanimously approved this extra spend.

Welcome to our new members

2. Declarations of Conflict of Interest - Members are reminded of the need to be vigilant and to stand aside from decision making when a conflict arises between their role as a Trustee and any private or other external interest they might have. The person who has any conflict should recuse from the meeting prior to the discussion concerning their matter of involvement, only returning once any proposal or vote has been completed.

3. Apologies: Donald Matheson, Alison Evans, John Boyles

4. Confirmation of Previous Minutes

The minutes of the Board meeting held on Monday 25 June 2018 are attached.

The Board members are asked to confirm that these minutes are a true and accurate record of the meetings.

Moved: Craig Roberts Seconded: Glynis Dobson

Carried Unanimously

5. New Members – No new members

6. Matters Arising

Sub-committee for funding – thank you to the Trustees that have responded – Glynis and Donald

Action: Glynis and Robert will make a time to meet this week

7. Correspondence - delivered into your DropBox

The members of the Board as requested to confirm that the inward correspondence for June 2018 be accepted and the outward endorsed.

Moved: Craig Roberts Seconded: Robert Burch

Carried Unanimously

8. Statement of Accounts – LRWCT

Expenses to pass meeting 02.07.2018

Invoices paid since last meeting

21/06/2018	Abley LRVP - traffic engineer invoice	4174.51
21/06/2018	L R Service centre Copying colour	296.00
21/06/2018	Chair Expenses May 18 unpaid	160.42
21/06/2018	L R Support 10 x LR phone books	100.00
21/06/2018	Spark Birdlings Flat - 1 months	61.24
21/06/2018	Glynis Dobson May 18 website	400.00
21/06/2018	Glynis Dobson May 18 Easter eggs - old school	71.78
21/06/2018	Glynis Dobson May 18 Welcome Packs	158.67
		5422.62
	Funds Received	
	Hire of Community Trailer	20.00
	Total	20.00

Invoices To pass on 11.06.2018

30/06/2018	Craig Roberts & Associates Treasurer / Accountancy fees	
2018/2019	2500.00	
11/06/2018	Chair Expenses June 2018	65.60
11/06/2018	Birdlings Flat Community centre Use of venue - 7/5/18	35.00
11/06/2018	Birdlings Flat Community centre Use of venue - 7/5/18	25.00
30/06/2018	Glynis Dobson website - June 2018	400.00
23/06/2018	Living Streams Nursery Plants for Okuti Valley project - Alison	
	1130.40	
18/06/2018	JLT Public Liability, Statutory liability & Material damage (contents) 2018/2019	867.20
18/06/2018	JLT Trailer Insurance (excl Contents)	136.22
	Total	5,159.42

Cash Summary Little River Wairewa Community Trust For the month ended 30 June 2018 Including GST

	Jun 2018	YTD
Actual Income		
Christchurch City Council Grants	\$0.00	\$39,333.00
COGS	\$0.00	\$9,200.00
Donations	\$0.00	\$500.00
Flower Power Income	\$0.00	\$2,650.00
Grants Received for Birdlings Flat Community Ctre	\$0.00	\$11,500.00
Lottery Grants	\$0.00	\$28,750.00
Other Revenue	\$0.00	\$720.00
Phone Book Sales	\$0.00	\$60.00
Sales	\$20.00	\$363.36
Seniors Reunion	\$0.00	\$1,026.00
Total Income	\$20.00	\$94,102.36
Less Operating Expenses		
Accountancy /Treasurer	\$0.00	\$5,124.70
Administration Costs	\$0.00	\$1,095.80
Audit fees	\$0.00	\$680.23
Bank Fees	\$16.30	\$204.23
Birdlings Flat Community Centre Build Costs	\$0.00	\$85,322.88
Community Breakfast	\$0.00	\$1,335.60
Coronation Gardens Costs	\$97.60	\$767.46
Donations to other organisations	\$0.00	\$6,941.10
Flower Power	\$0.00	\$226.18
Functions and events	\$71.78	\$4,014.35
General Expenses	\$0.00	\$323.36
Insurance	\$0.00	\$113.47
Kitchen to Table	\$0.00	\$280.00
Little River Brochure Costs	\$0.00	\$2,665.10
Little River Plan / Big Ideas	\$4,174.51	\$21,084.93
Living Streams Community Trust	\$0.00	\$1,840.73
Printing & Stationery	\$296.00	\$866.84
Pumpkin Festival Costs	\$100.00	\$699.94
Rent	\$0.00	\$176.00
Repairs and Maintenance	\$0.00	\$80.00
Secretary fees	\$2,700.00	\$27,025.00
Subscriptions	\$53.02	\$459.51
Telephone & Internet	\$61.24	\$669.75
Trailer Costs	\$0.00	\$32.48
Trap Library / Okuti Walkway	\$0.00	\$5,128.10
Website Costs	\$729.99	\$5,446.61
Welcome Packs /Volunteer Networking	\$0.00	\$20.00
GST Payments	\$0.00	\$2,413.88
Funds Held on Behalf	\$0.00	-\$1,125.53
GST Refunds	\$0.00	-\$21,955.25
Total Operating Expenses	\$8,300.44	\$151,957.45
Operating Surplus (Deficit)	-\$8,280.44	-\$57,855.09

Net Cash Movement	-\$8,280.44	-\$57,855.09
Summary Opening Balance	\$130,959.13	\$180,533.78
Plus Net Cash Movement	-\$8,280.44	-\$57,855.09
Closing Balance	\$122,678.69	\$122,678.69

Birdlings Flat Committee – basic financial report in their Minutes

Moved: That the accounts as presented be passed for payment and that the statement of income and expenditure be accepted

Moved: Vanessa Mitchell Secoded: Stuart Wright-Stow

Carried Unanimously

The Chair would like to call the AGM in the not too distant future. The Trust balance date is 30 June 2018 – the Treasurer will organise the accounts and get them sent to the Auditors.

9.Reports

Convenors of the Little River Village Planning Committee

Board briefing update – Option 6

- The group has met quite a few times and are working in conjunction with a Traffic Engineer – Penny Grey from Abley. This has moved us through various options to do with the town centre and as a result of that meeting has come up with an amalgam of the five options – Option 6
- It was decided that we should take up the CCC offer so that – crossings, new markings for parking etc – get properly completed before the summer season. This will keep it rolling and not stall - this is round one subject to the Trust approval
- Conceptual line changes at this stage allow us to see how things work
- Plan now to be submitted to the CCC Traffic Engineer by Penny Grey

Moved that the Trust support proceeding with Option 6 of the planning as submitted and tabled at this meeting for action as quickly as possible.

Moved: Stuart Wright-Stow Secoded: Vanessa Mitchell

Carried Unanimously

Tori Peden will put this plan on the table at the next Community Board Meeting (9 July 2018) in the “Members Exchange” to give them a heads up that this coming through.

Donald Matheson – students from UC working for us - I can report the two internship projects at the University are progressing but not yet confirmed. I'll let people know when the lecturers in charge tell me more.

The correspondence referred to is in your drop box

Tori Peden remarked that the school has explored this and has costings to hand, however is unaware of the outcome of their investigations. (some time ago). It was therefore agreed that the Trust will contact the school principal and clarify the situation in regard to such a vehicle. Key Points to find out: would this be a school owned vehicle or a community vehicle.

Meanwhile since the offer of an in-depth University driven review of such a need has been offered to the Trust at no cost we agreed that there would be no harm subject to the response from the school in us going ahead and gathering the necessary information.

10. Matters of Urgency: None

11. General Business

Objectives set by the Board in 2013 - tabled

Fundraiser for Trust – Le Petit Race – email in Drop Box

Since the organisers are planning the event for March 2019 this would be an opportunity for the Trust to exploit as part of our developing media campaign. It has been suggested that the Trust should consider the donation of an appropriate trophy subject to liaising with the organisers. If the Trust were present at this event this would be a good publicity opportunity and would be a “smart” move in terms of volunteer time.

Fundraising opportunity – Glynis talked briefly about getting some eco bags with the Trust logo printed on, that could be used for the Welcome Bags and also sold at events for raising funds.

Action: Glynis will explore further – costs, funding options etc

Project Brief – Miriama Kamo Book Reading Birdlings Flat

Miriama Kamo - who has roots in the area, has written a new children’s book which is based around a story from her childhood here in Birdlings Flat.

She is happy to come and read her book to children and adults alike and to talk about Matariki

Books will be available for sale with some of the proceeds going to fix Lake Wairewa

Followed by a light afternoon tea – catered by a local

Total Cost \$370.00

The Trust moved to accept the Project Brief for the Miriama Kamo Book Reading

Moved: Vanessa Mitchell Seconded: Glynis Dobson

Brainwave Trust Talk for Teenagers/Parents– Vanessa advised that a date has been set for this – 22 August 2018

Project Brief – Music for Little Ears

Music for Little Ears will be open to all pre-schoolers from the area. Music ignites all areas of child development and skills for school readiness: intellectual, social and emotional, motor, language, and overall literacy. It helps the body and the mind work together. Exposing children to music during **early** development helps them learn the sounds and meanings of words.

Asking for \$150 seed money to pay for the initial hire of the Rugby Club

The Trust moved to accept the Project Brief for Music for Little Ears

Moved: Mario Downes Seconded: Craig Roberts

Carried Unanimously

The Project Brief for the concrete pad and Shed was tabled

Minutes of Board meeting of 29 Jan 2018 refer

- a. Concrete Base needed for storage shed at Birdlings Flat

The Trust thanks the Te Mata committee for the excellent plan and project brief as tabled

Action:

The project brief is to be circulated to the Trustees for approval of payment for the concrete pad at the cost of \$350.00

Drainage Issues in Little River

The question of an engineer's scope of the remediate work necessary in regard to drainage to forward the LRVPC plan was discussed. It was agreed that at this stage a quotation should be obtained and tabled for the next meeting. By that stage it should be clearer as to who has responsibility for carrying out this activity.

Tori Peden has completed a Customer Service Request for clearing out some of these areas – she is waiting on a CSR number which will then enable Elected Members to follow this up. It was suggested that members of the Trust could also complete a Customer Service Request using the following:

- Link for iPhone and android phones
<http://www.snapsendsolve.com/>

Or call the CCC call centre 941-8999 and request a CSR (customer service request) or maintenance request.

Lease of Land out the back of Little River

It was discussed that the Trust should look into the possibility of taking over the lease which is due for renewal in 2019/2020. We need to follow due process.

The Trust moved that we write a letter to Council stating our intent of taking over the lease of a piece of land for the development of the LR Village plan project upon cessation of any current lease if one should become available

***Moved: Stuart Wright-Stow Secoded: Mario Downes
Carried Unanimously***

The Urban Regeneration Fund has been extended until June 2019

Tori Peden – after the next Banks Peninsula Community Board Meeting (9 July 2018), should be able to report further on our Strengthening Communities funding application, and other CCC spending on big projects on the Peninsula.

General items:

Rating District Submissions

This matter is not a responsibility of the Trust – Stuart Wright-Stow and Mario Downes (as part of the Rating District) will follow this matter up to get clarity and if necessary liaise with Pam Richardson, Chair of the Banks Peninsula Community Board.

Dean Harvey – Project Coordinator gave a short report of what he has been doing.

It was suggested that Dean's name and title are placed on our letterhead with contact details – business card in the pipeline

The **Tonkin & Taylor 2017 Coastal Hazard Assessment for Christchurch and Banks Peninsula** was tabled by the Chair. It was observed that this report carries no apparent assessment of the effects of climate change upon the water table in and around Little River and Te Roto o Wairewa with concomittent potential inundation. Tori Peden therefore has agreed to get any update if one is available on this area and will report back to the Trust.

12. Representations: None

13. Closure of Meeting 9.35pm

14. Time and Place of next Meeting: Monday 6 August 2018 – Little River Service Centre – 7.30pm

Certified as a true and correct copy of the Minutes:

Signed: _____ Robert Burch – Chair

Signed: _____ Barb Gaeth - Secretary